

Study of the State of Emergency Management at the Local Program Level

Questionnaire

Washington State Governor's
Emergency Management Council
Task Force on Local Programs

March 2004

County or City:_____	EM Director:_____
Name of person completing this questionnaire: (if different from above) _____	
Title:_____	Telephone:_____
Email:_____	

This instrument was developed by the Emergency Management Council Task Force on Local Programs. It was designed to collect information on local emergency management programs in order to develop a snapshot of the broader, statewide system of emergency management in Washington State. It is not intended as a tool to evaluate individual local programs.

Individual response data will be protected by the Washington State Emergency Management Division as sensitive information, and as such will not be subject to public disclosure laws.

Findings will be presented to the Emergency Management Council in Fall 2004.

Thank you for your significant investment in this effort to develop a comprehensive and accurate picture of the state of emergency management in Washington State. Your thoughtful responses to the following questions will help to identify both the strengths and weaknesses of our current statewide emergency management system, and contribute to developing recommendations for needed change.

If you have any questions while completing this questionnaire, please feel free to contact any member of our project team:

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ABOUT THIS QUESTIONNAIRE

This survey also is available to be completed online at <http://www.emctaskforce.org/survey.htm>. This survey is divided into nine sections:

- I. PROGRAM PROFILE
- II. LAWS & AUTHORITIES
- III. HAZARD IDENTIFICATION & MITIGATION
- IV. PLANNING & PREPAREDNESS
- V. RESPONSE OPERATIONS
- VI. RECOVERY OPERATIONS
- VII. FACILITIES & RESOURCE MANAGEMENT
- VIII. TRAINING & EXERCISES
- IX. COMMUNICATION

The first section asks you to provide a brief profile of your emergency management program.

Each of the following sections contains statements regarding your jurisdiction's emergency management program and/or capabilities. Indicate "Yes" if you could reasonably demonstrate that this statement is true for your program, or "No" if you could not. If you are unsure that a statement applies to your program, select "Don't Know."

Sections II through IX also contain questions asking you for your best assessment on several topics. Following each question is a number scale from 1 to 5. Circle the number that you feel represents the degree to which the statement reflects your program.

At the end of each section there is an opportunity for you to provide comments regarding your program, or on the subject of that section in general.

AFTER COMPLETING THIS QUESTIONNAIRE

Please submit your completed questionnaire by **Friday, May 28, 2004** to:

Nicole Simpkinson, Project Director
Washington State Association of Counties
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(360) 753-1886

I. PROGRAM PROFILE

This section contains questions regarding your jurisdiction's emergency management program office resources only. Do not consider response agencies or departments.

1. Does your jurisdiction have a dedicated space for day-to-day emergency management program operations?
[] Yes [] No. **If no**, who else shares this space? _____
2. What are the hours of operation of your emergency management program office? _____
3. What is your total annual budget, including grants, for the current fiscal year? _____
4. What percentage of your emergency management program funding comes from...?
_____ % General operating funds _____ % Grants (e.g., State and Local Assistance,
Emergency Management Program Grants)
_____ % Fees _____ % Other: _____
5. What position is designated as having emergency management responsibilities (RCW 38.52.070)?
(e.g., Dir. of EM, Sheriff, Police Chief, Fire Chief, Public Works Director)

6. To whom does this position report, or is this an elected position? _____
7. What percentage of his/her time does this person dedicate to emergency management responsibilities? _____
8. What position manages the day-to-day operations of your emergency management program?

9. What percentage of his/her time does this person dedicate to emergency management responsibilities? _____
10. Do you have the capability/staffing to effectively apply for and administer grant resources? _____
11. How many total emergency management program staff does your jurisdiction employ?
_____ Full time _____ Part time _____ Contract employees
12. How many total program staff positions are funded by...?
_____ Operating budget _____ Grants _____ Unfunded volunteers
13. How many total Amateur Radio Emergency Services (ARES)/Radio Amateur Civil Emergency Services (RACES) communication officers, coordinators or volunteers are registered with your emergency management program? _____

II. LAWS & AUTHORITIES

This section contains statements about laws and authorities. This includes state and local laws or ordinances, and any implementing regulations that establish legal authority for development and maintenance of the emergency management program and organization, or define the emergency powers, authorities, and responsibilities of the chief executive official or the emergency program manager.

	Yes	No	Don't Know
1. There is a local ordinance or resolution establishing an emergency management organization, or establishing the jurisdiction as a member of a joint local organization for emergency management. (WAC 118-30-050)	[]	[]	[]
2. A copy of our jurisdiction's ordinance or resolution establishing its emergency management organization has been submitted to the state emergency management director. (WAC 118-30-050)	[]	[]	[]
3. A director, with direct responsibility for the organization, administration, and operation of the local emergency management organization, has been appointed. (RCW 38.53.070)	[]	[]	[]
4. There is a local ordinance or resolution establishing legal authorities for declaring a state of emergency or disaster.	[]	[]	[]

	Not At All Adequately			Completely Adequately	
5. Overall , how adequately do Washington STATE laws and authorities support effective emergency management mitigation, preparedness, response and recovery in your jurisdiction?	1	2	3	4	5
6. Overall , how adequately do your LOCAL laws and authorities support effective emergency management mitigation, preparedness, response and recovery in your jurisdiction?	1	2	3	4	5

7. Do you have additional comments regarding emergency management laws and authorities?

III. HAZARD IDENTIFICATION & MITIGATION

This section contains statements about your jurisdiction's hazard identification and mitigation process. This is defined as the process of identifying the full range of hazards that have the potential of causing injury to people, or damage to property, the economy, or the environment. It includes the assessment of the likelihood and magnitude of incidents that could result from both natural and technological (human-caused) hazards. This identification and assessment process often is formalized in a Hazard Identification and Vulnerability Assessment (HIVA).

This section also addresses your jurisdiction's hazard mitigation—actions that reduce or eliminate long-term risk to people, property, the economy, and the environment from natural and technological hazards.

	Yes	No	Don't Know
1. Our jurisdiction has completed, or participated in completing, a Hazard Identification and Vulnerability Assessment (HIVA).	[]	[]	[]
2. Our jurisdiction has identified and assessed the likelihood of occurrence of all hazards in our jurisdiction, including but not limited to natural, chemical, biological, radiological, nuclear, and explosive (CBRNE) events.	[]	[]	[]
3. Our jurisdiction has assessed the vulnerability of people and property to the hazards identified.	[]	[]	[]
4. Historic information (including areas of repetitive loss) for all likely disasters in our jurisdiction is included in the vulnerability assessment.	[]	[]	[]
5. Our jurisdiction modifies its mitigation strategy based upon disaster experience.	[]	[]	[]
6. Our jurisdiction has established a pre-disaster hazard mitigation plan, setting priorities based upon the highest potential for injury, damage, or loss. (Disaster Mitigation Act of 2000)	[]	[]	[]

	Not At All			Completely	
7. To what extent has structural inventory vulnerability data been collected and assessed for...?					
a. Critical facilities	1	2	3	4	5
b. Residential structures	1	2	3	4	5
c. Commercial structures	1	2	3	4	5
d. Industrial structures	1	2	3	4	5
e. Transportation infrastructure	1	2	3	4	5
f. Utility infrastructure	1	2	3	4	5
g. Communication infrastructure (including cyberinfrastructure)	1	2	3	4	5

HAZARD IDENTIFICATION & MITIGATION

	Not At All			Completely	
8. To what extent has your jurisdiction completed its incorporation of the following into its mitigation strategy...?					
a. Building construction standards	1	2	3	4	5
b. Environmental laws	1	2	3	4	5
c. Hazard avoidance through land use practices	1	2	3	4	5
d. Relocation, retrofitting, or removal of structures at risk	1	2	3	4	5
e. Removal or elimination of hazards	1	2	3	4	5

	Not At All Effective			Completely Effective	
9. Overall , how would you rate the effectiveness of your jurisdiction's IDENTIFICATION AND ASSESSMENT of all hazards?	1	2	3	4	5

10. Overall , how would you rate the effectiveness of your jurisdiction's MITIGATION activities?	1	2	3	4	5
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11. What would help your jurisdiction to improve its identification, assessment, and mitigation of all hazards?

12. Do you have additional comments regarding hazard identification, assessment, and mitigation?

IV. PLANNING & PREPAREDNESS

This section contains statements about your jurisdiction's planning and preparedness efforts. Planning involves the development and maintenance of a local emergency management plan. The local plan provides organization, assigns responsibilities, outlines direction and control, and identifies resources that allow the jurisdiction to respond to disaster. The plan may take the form of a Comprehensive Emergency Management Plan (CEMP), or simply a jurisdiction-specific plan.

This section also addresses Continuity of Government (COG) and Continuity of Operations (COOP) issues. In the event of a disaster, local governments are responsible to provide leadership and preserve order (Continuity of Government), and to provide for basic services (Continuity of Operations).

	Yes	No	Don't Know
1. Our jurisdiction has established policies and procedures for preserving the Continuity of Government (COG) in an emergency or disaster situation...			
a. The chief elected/appointed official's emergency powers are defined and understood.	[]	[]	[]
b. A line of succession has been established for the chief elected/appointed official, and the heads of local departments and agencies.	[]	[]	[]
c. Successors have pre-delegated authority to take emergency actions during an emergency.	[]	[]	[]
d. Elected officials and staff are trained regarding their responsibilities to re-establish order during and after a disaster.	[]	[]	[]
e. A procedure exists for the preservation of vital local government records.	[]	[]	[]
2. Our jurisdiction has an emergency management plan.	[]	[]	[]
3. Our jurisdiction has developed a Comprehensive Emergency Management Plan (CEMP) consistent with the Emergency Management Division (EMD) CEMP Planning Guide. (WAC 118-30-060)	[]	[]	[]
4. Our jurisdiction's local plan provides a concept of operations, including...			
a. Direction, control and coordination	[]	[]	[]
b. Emergency operations facilities	[]	[]	[]
c. Mitigation	[]	[]	[]
d. Preparedness	[]	[]	[]
e. Response operations	[]	[]	[]
f. Recovery activities	[]	[]	[]
5. Our jurisdiction's local plan addresses the following activities...			
a. Identification of critical facilities and infrastructure	[]	[]	[]
b. Damage assessment	[]	[]	[]
c. Evacuation	[]	[]	[]
d. Local shelter	[]	[]	[]

PLANNING & PREPAREDNESS

	Yes	No	Don't Know
e. Mass medical care	[]	[]	[]
f. Provision and coordination of food, water and commodities for the affected population	[]	[]	[]
g. Response to transportation incidents (e.g., highway, air, rail, water, pipeline)	[]	[]	[]
6. Our jurisdiction's local plan addresses response to all likely natural hazards and disasters as identified in our hazard plan.	[]	[]	[]
7. Our jurisdiction's local plan addresses response to technological and terrorist threats...			
a. Chemical/HazMat	[]	[]	[]
b. Biological/Bioterrorism	[]	[]	[]
c. Radiological	[]	[]	[]
d. Nuclear	[]	[]	[]
e. Explosive	[]	[]	[]
f. Agroterrorism	[]	[]	[]
g. Cyberterrorism	[]	[]	[]
8. Our jurisdiction has established Mutual Aid Agreements (MAA) or Memoranda of Understanding (MOU) to support our emergency management plan.	[]	[]	[]

	Not At All Effectively			Completely Effectively	
	1	2	3	4	5
9. How effectively do your existing MAA or MOU support your jurisdiction's response and recovery operations?					

	Not At All			Completely	
	1	2	3	4	5
10. To what extent has your jurisdiction developed Continuity of Operations (COOP) policies and procedures...?					
a. Each department has identified its mission-critical systems and developed contingency plans in the event of a disaster/failure					
b. Each department has identified the key staff required to maintain COOP in the event of a disaster at its facility					
c. Each department has developed its individual requirements for a relocation site to maintain operations (e.g., space, utilities, and personnel)					
d. Standard Operating Procedures (SOP), Field Operation Guides (FOG), and/or checklists are developed for each department					

PLANNING & PREPAREDNESS

	Not At All			To A Very Great Extent	
11. To what extent did your jurisdiction collaborate with the following while developing its emergency management plan...?					
a. Elected officials	1	2	3	4	5
b. Law enforcement	1	2	3	4	5
c. Fire protection	1	2	3	4	5
d. Search and rescue	1	2	3	4	5
e. Public health	1	2	3	4	5
f. Emergency medical services	1	2	3	4	5
g. Hospitals	1	2	3	4	5
h. Public works and engineering departments	1	2	3	4	5
i. Transportation	1	2	3	4	5
j. Energy and utilities	1	2	3	4	5
k. Schools	1	2	3	4	5
l. Animal control/animal services	1	2	3	4	5
m. Washington State Emergency Management Division (EMD)	1	2	3	4	5
n. Other state agencies (e.g., DNR, DOT, WSP, Department of Agriculture)	1	2	3	4	5
o. Tribes	1	2	3	4	5
p. Federal agencies (e.g., FBI, Corps of Engineers)	1	2	3	4	5
q. Military support (e.g., State National Guard, Civil Air Patrol)	1	2	3	4	5
r. Citizen groups (e.g., Citizen Corps/Community Emergency Response Team (CERT), Local Emergency Planning Committee)	1	2	3	4	5
s. Volunteer organizations (e.g., American Red Cross, Salvation Army, religious organizations)	1	2	3	4	5
t. Mortuary services	1	2	3	4	5
u. Media	1	2	3	4	5
v. Private organizations_____	1	2	3	4	5
w. Other_____	1	2	3	4	5
	Not At All Capable			Completely Capable	
12. Overall , how would you rate your jurisdiction's disaster planning capability?	1	2	3	4	5
	Not At All Prepared			Completely Prepared	
13. Overall , how would you rate your jurisdiction's level of preparedness?	1	2	3	4	5

PLANNING & PREPAREDNESS

14. What would help your jurisdiction to improve its all-hazard disaster planning and preparedness?

15. Do you have additional comments regarding disaster planning and preparedness?

V. RESPONSE OPERATIONS

This section contains statements about your emergency response operations. Response is the series of decisions made and actions taken during a disaster to save lives, protect property and the economic base of the community, and preserve the environment. It is the coordination of resources in response to a disaster. It includes the coordination and implementation of operational policies, plans, and procedures.

	Yes	No	Don't Know
1. Our jurisdiction uses an incident command or management system (e.g., ICS) to respond to disasters.	[]	[]	[]
2. Our jurisdiction regularly conducts post-disaster situation analyses or after-action reports to evaluate response activities.	[]	[]	[]
3. Our jurisdiction incorporates lessons learned from post-disaster analyses into revisions of the local emergency management plan, response policies, and procedures.	[]	[]	[]
4. Our jurisdiction has a plan that addresses the reimbursement of costs for response operations.	[]	[]	[]

	Not At All Effectively			Completely Effectively	
5. During an emergency response incident, how effectively can your jurisdiction or community provide for...?					
a. Care, transportation, and shelter of hospital populations	1	2	3	4	5
b. Care, transportation, and shelter of school populations	1	2	3	4	5
c. Care, transportation, and shelter of other special needs populations	1	2	3	4	5
d. Evacuation of disaster victims	1	2	3	4	5
e. Short and long term sheltering of disaster victims	1	2	3	4	5
f. Supply and distribution of food, water, and emergency commodities	1	2	3	4	5
g. Food, water, and shelter for emergency responders	1	2	3	4	5
h. Coordinated medical response	1	2	3	4	5
i. Mass care operations	1	2	3	4	5
j. Mass fatality and mortuary operations	1	2	3	4	5
k. Search and rescue	1	2	3	4	5
l. Maintenance and repair of utility systems	1	2	3	4	5
m. Maintenance and repair of transportation and other infrastructure	1	2	3	4	5
n. Maintenance and repair of emergency communication systems	1	2	3	4	5
o. Management of livestock	1	2	3	4	5
p. Management of pets	1	2	3	4	5

RESPONSE OPERATIONS

	Not At All Effectively				Completely Effectively
6. During an emergency response incident, how effectively does your jurisdiction communicate, coordinate and cooperate with...?					
a. Local elected officials	1	2	3	4	5
b. Law enforcement	1	2	3	4	5
c. Fire protection	1	2	3	4	5
d. Search and rescue	1	2	3	4	5
e. Public health	1	2	3	4	5
f. Emergency medical services	1	2	3	4	5
g. Hospitals	1	2	3	4	5
h. Public works and engineering departments	1	2	3	4	5
i. Transportation	1	2	3	4	5
j. Energy and utilities	1	2	3	4	5
k. Schools	1	2	3	4	5
l. Animal control/animal services	1	2	3	4	5
m. Washington State Emergency Management Division (EMD)	1	2	3	4	5
n. Other state agencies (e.g., DNR, DOT, WSP, Department of Agriculture)	1	2	3	4	5
o. Tribes	1	2	3	4	5
p. Federal agencies (e.g., FBI, Corps of Engineers)	1	2	3	4	5
q. Military support (e.g., State National Guard, Civil Air Patrol)	1	2	3	4	5
r. Citizen groups (e.g., Citizen Corps/Community Emergency Response Team (CERT), Local Emergency Planning Committee)	1	2	3	4	5
s. Volunteer organizations (e.g., American Red Cross, Salvation Army, religious organizations)	1	2	3	4	5
t. Mortuary services	1	2	3	4	5
u. Media	1	2	3	4	5
v. Private organizations _____	1	2	3	4	5
w. Other _____	1	2	3	4	5
7. Overall , how would you rate the effectiveness of your jurisdiction's response to local disasters?	1	2	3	4	5
8. What would help your jurisdiction to improve its response to natural and technological disasters?	<hr/>				
9. Do you have additional comments regarding disaster response operations?	<hr/> <hr/>				

VI. RECOVERY OPERATIONS

This section contains statements about your recovery operations. Comprehensive disaster recovery includes those actions taken to return vital systems to minimum operating standards, and long-term activities to return life and business operations to normal or improved levels.

	Yes	No	Don't Know		
1. Our jurisdiction has planned for disaster recovery.	[]	[]	[]		
2. Our jurisdiction's recovery plan includes the following recovery tasks and responsibilities...					
a. Organization and staffing for Continuity of Government (COG)	[]	[]	[]		
b. Resource procurement	[]	[]	[]		
c. Department, local jurisdiction, state and private resource coordination	[]	[]	[]		
d. Essential records retrieval and restoration	[]	[]	[]		
e. Debris and waste removal	[]	[]	[]		
f. Salvage operations	[]	[]	[]		
g. Damage assessment documentation/record keeping	[]	[]	[]		
h. Utilization of recovery resources	[]	[]	[]		
i. Utilization of recovery funding	[]	[]	[]		
3. Our jurisdiction's recovery plan contains long-term recovery strategies, including sustainability and corresponding resources.	[]	[]	[]		
4. Our jurisdiction's recovery strategy addresses care for...					
a. Sheltered populations <i>(population group housed or sheltered from potentially hazardous environment)</i>	[]	[]	[]		
b. Evacuated populations <i>(population group removed from a hazardous area)</i>	[]	[]	[]		
c. Other special needs populations <i>(population group residing in private homes or group facilities with illnesses, disabilities or other conditions requiring a higher level of care or attention than the general public)</i>	[]	[]	[]		
d. Pets	[]	[]	[]		
e. Livestock	[]	[]	[]		
5. Our jurisdiction regularly conducts post-disaster situation analyses or after action reports to evaluate recovery activities.	[]	[]	[]		
	Not At All		To A Very Great Extent		
6. To what extent does your jurisdiction incorporate lessons learned from the analysis of recovery activities into revisions to the local emergency management plan, policies, and procedures?	1	2	3	4	5

RECOVERY OPERATIONS

	Not At All Effectively			Completely Effectively	
7. How effectively does your jurisdiction coordinate with other agencies and/or private industry to perform the following recovery tasks and responsibilities...?					
a. Operation of business with limited or no utility services	1	2	3	4	5
b. Restoration of utility services	1	2	3	4	5
c. Restoration of business and resident communication systems (e.g., telephone, computer)	1	2	3	4	5
d. Care of hospital populations	1	2	3	4	5
e. Care of school populations	1	2	3	4	5

	Not At All Effective			Completely Effective	
8. Overall , how would you rate the effectiveness of your jurisdiction's long-term recovery strategies, including sustainability and corresponding resources?	1	2	3	4	5
9. Overall , how would you rate the effectiveness of your jurisdiction's disaster recovery operations?	1	2	3	4	5

10. What would help your jurisdiction to improve its ability to recover from natural and technological disasters?

11. Do you have additional comments regarding disaster recovery operations?

VII. FACILITIES & RESOURCE MANAGEMENT

This section contains statements about your management of facilities and resources. It addresses your jurisdiction's identification, acquisition, distribution, accounting and use of facilities, personnel and major items of equipment for essential emergency functions.

	Yes	No	Don't Know
1. Our jurisdiction has the necessary human resources to support day-to-day and emergency operations...			
a. An emergency management director/coordinator has been appointed	[]	[]	[]
b. There is a system in place to manage volunteers	[]	[]	[]
c. Key program staff members are trained on the mitigation and planning assistance available from the State Emergency Management Division	[]	[]	[]
d. Key program staff members are aware of the procedures to apply for federal and state resources	[]	[]	[]
2. Our jurisdiction has designated space or facilities for use by elected officials during a disaster situation.	[]	[]	[]
3. Our jurisdiction has an Emergency Operations Center (EOC), or has a contract with an EOC...			
a. The center was designed and constructed to withstand the hazards of the jurisdiction	[]	[]	[]
b. EOC equipment is tested and maintained on a regular basis	[]	[]	[]
c. The facility has an emergency generator with an adequate fuel supply, or other backup power supply	[]	[]	[]
d. Security procedures are in place to prevent entrance of unauthorized personnel	[]	[]	[]
e. The EOC provides adequate space to support emergency operations	[]	[]	[]
f. The EOC is adequately equipped to support emergency operations	[]	[]	[]
g. An alternate EOC been identified	[]	[]	[]
4. Our jurisdiction has identified the resource requirements to maintain operations at critical infrastructure facilities during disasters (e.g., water, power, telecommunications).	[]	[]	[]
5. Our jurisdiction has developed procedures for receiving and distributing critical resources in the event of an emergency.	[]	[]	[]
6. Emergency management resource inventories are kept up to date.	[]	[]	[]

FACILITIES & RESOURCE MANAGEMENT

	Not At All			To A Very Great Extent		
7. To what extent does your jurisdiction have, or have access to, sufficient equipment for responding to technological threats, including Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE)...?						
a. Equipment and Personal Protective Equipment (PPE) for HazMat responders	1	2	3	4	5	
b. Response resources for a terrorism incident requiring mass decontamination of responders and citizens	1	2	3	4	5	
c. CBRNE capable response teams and CBRNE related equipment sources (such as private/corporate, intrastate, and military)	1	2	3	4	5	
d. Sufficient pharmaceuticals for responders and citizens in the event of a CBRNE incident	1	2	3	4	5	
8. To what extent have personnel and equipment resource requirements been identified for site remediation in the event of a technological disaster?	1	2	3	4	5	
9. To what extent does your jurisdiction utilize its emergency management equipment and other resources for other non-emergency functions (when not needed for disasters)?	1	2	3	4	5	
	Not At All Sufficiently			Completely Sufficiently		
10. Overall , how sufficiently does your jurisdiction's EOC, or the EOC with which your jurisdiction contracts, support all-hazards response operations in your jurisdiction?	1	2	3	4	5	
	Not At All Adequate			Completely Adequate		
11. Overall , how would you rate the adequacy of your jurisdiction's emergency management FACILITIES?	1	2	3	4	5	
12. Overall , how would you rate the adequacy of your jurisdiction's emergency management RESOURCES?	1	2	3	4	5	
13. What are you currently NOT doing in your emergency management program for lack of (human and other) resources?	<hr/> <hr/> <hr/>					
14. Do you have additional comments regarding emergency management facilities or resources?	<hr/> <hr/>					

VIII. TRAINING & EXERCISES

This section contains statements about your jurisdiction's training and exercise programs. Training comprises the development and implementation of training and education programs for local emergency response personnel. Regularly scheduled tests and exercises are used to evaluate emergency response plans and training programs, and improve operational policies, plans, and procedures.

	Yes	No	Don't Know
1. Our jurisdiction conducts an annual training needs assessment.	[]	[]	[]
2. Our jurisdiction maintains a multiyear training and exercise plan and schedule.	[]	[]	[]
3. All emergency management personnel are trained in our jurisdiction's incident command or management system.	[]	[]	[]
4. Our jurisdiction exercises sections of its Comprehensive Emergency Management Plan (CEMP), or disaster response plan, at least annually.	[]	[]	[]
5. Our jurisdiction participates in regional exercises.	[]	[]	[]
6. Records are maintained to document training and exercises conducted.	[]	[]	[]
7. Our jurisdiction's emergency management <u>training</u> program contains an evaluation component.	[]	[]	[]
8. Our jurisdiction's emergency management <u>exercise</u> programs contain an evaluation component.	[]	[]	[]
9. Our jurisdiction uses evaluation results or lessons learned to modify and strengthen its training and exercise programs.	[]	[]	[]

	Not At All			To A Very Great Extent	
	1	2	3	4	5
10. To what extent does your jurisdiction use available training to train all personnel with assigned emergency management responsibilities?					
11. To what extent does your jurisdiction use evaluation results or lessons learned to modify and strengthen its training and exercise programs?					

	Not At All Effective			Completely Effective	
	1	2	3	4	5
12. Overall , how would you rate the effectiveness of the training that your jurisdiction provides?					
13. Overall , how would you rate the effectiveness of the exercise programs in which your jurisdiction participates?					

14. What would help your jurisdiction to improve the effectiveness of its training and exercise program?

15. Do you have additional comments regarding emergency management training and exercises?

IX. COMMUNICATION

This section contains statements about emergency communication—the dissemination and exchange of information before, during and after a disaster. Communication means not only what is being said (the message), but to whom (audience), and how (method) as well.

This section also asks about a number of communication systems. In each case, “system” refers to the collection of policies, procedures and equipment that enables the dissemination or exchange of information.

	Yes	No	Don't Know
1. Our jurisdiction has an emergency preparedness public education program.	[]	[]	[]
2. Procedures are in place for our jurisdiction's chief elected official to declare a state of emergency...			
a. The chief elected/appointed official is clearly identified	[]	[]	[]
b. Draft disaster declarations are written and available	[]	[]	[]
c. There is a dedicated space for the chief elected/appointed official to work during an emergency or disaster	[]	[]	[]
d. The chief elected/appointed official is aware of the procedures to request a Proclamation of Emergency from the Governor	[]	[]	[]
e. Communication methods have been clearly defined (e.g., radio, television, news media)	[]	[]	[]
3. An emergency management Public Information Officer(s) (PIO) has been appointed to work with the media and respond to public inquiries during and after an emergency or disaster.	[]	[]	[]
4. Our jurisdiction has a 24-hour communication system to send and receive disaster warnings and information to the State Emergency Management Division (EMD) (e.g., NAWAS, ACCESS, TeleType, telephone, email).	[]	[]	[]
5. The above communication system is regularly tested.	[]	[]	[]
6. Our jurisdiction has access to a 24-hour emergency alert system.	[]	[]	[]
7. The above public warning system is regularly tested.	[]	[]	[]
8. Our jurisdiction has access to a 24-hour, hazard-specific warning system for unique local hazards (e.g., flood, tsunami, volcano, lahar).	[]	[]	[]
9. Our jurisdiction has the capability to warn its most vulnerable citizens of an emergency or disaster...			
a. Hearing impaired	[]	[]	[]
b. Vision impaired	[]	[]	[]
c. Non-English speaking population	[]	[]	[]
d. Other special needs populations	[]	[]	[]

COMMUNICATION

	Yes	No	Don't Know		
10. Our jurisdiction has a way to communicate with its chief elected/appointed official and other vital staff during a disaster...					
a. Communication procedures have been established	[]	[]	[]		
b. Adequate communication equipment is available	[]	[]	[]		
c. The chief elected/appointed official and other staff have been trained in the communication procedures and use of equipment	[]	[]	[]		
11. Our jurisdiction has a way to notify and communicate with its responding agencies before arriving at a disaster site...					
a. Communication procedures have been established	[]	[]	[]		
b. Responders have been trained in the communication procedures and use of equipment	[]	[]	[]		
12. Our jurisdiction has a dispatch system that can be used in the event of a disaster.	[]	[]	[]		
13. Our jurisdiction has adequate communications equipment to allow its first responders to communicate directly with one another as needed at a disaster site.	[]	[]	[]		
14. Our jurisdiction has integrated local communication resources from the private sector or voluntary organizations for use during a disaster (e.g., Amateur Radio Emergency Services (ARES), Radio Amateur Civil Emergency Services (RACES)).	[]	[]	[]		
15. Our jurisdiction has backup in case of failure of its primary communication systems...					
a. Communication system with the State Emergency Management Division (EMD)	[]	[]	[]		
b. Public warning system	[]	[]	[]		
c. Local official/jurisdiction staff emergency communication system	[]	[]	[]		
d. Public Information Officer (PIO)'s communication system	[]	[]	[]		
e. On-scene command communication system	[]	[]	[]		
	Not At All		To A Very Great Extent		
16. To what extent do the following obstacles impede effective emergency or disaster communications in your jurisdiction...?					
a. Lack of coordination with other participants	1	2	3	4	5
b. Lack of command and control structure	1	2	3	4	5
c. Lack of communication protocols	1	2	3	4	5
d. Lack of equipment	1	2	3	4	5
e. Incompatible equipment	1	2	3	4	5
f. Obsolete equipment	1	2	3	4	5
g. Insufficient funding	1	2	3	4	5
h. Lack of trained staff	1	2	3	4	5

COMMUNICATION

	Not At All Effective			Completely Effective	
	1	2	3	4	5
17. Overall , how would you rate the effectiveness of your jurisdiction's emergency communication?					

18. What would help your jurisdiction to improve its emergency communication?

19. Do you have additional comments regarding emergency communication?

Do you have any other comment, or recommendations for systemic improvements in the statewide system of emergency management in Washington State?

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Thank you for your thoughtful responses to this questionnaire, and your participation in this important study. Please submit your completed questionnaire by **Friday, May 28, 2004** to:

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For more information on the Task Force on Local Programs, or if you would like to follow our progress, please visit our website at www.EMCTaskforce.org.